



**EGGEMEYER ASSOCIATES
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MINUTES OF PRE-BID MEETING
Academic Building Roof Replacement
Rend Lake College
Ina, IL 62846
EAA No. 2005

DATE: March 4, 2020
TIME: 10:00 AM
PLACE: Physical Plant Department Building - Rend Lake College
PRESENT: See attached attendance sheet.

Ed Kirchner of Eggemeyer Associates Architects, opened the meeting. He stated that the bids are due by 2:00 p.m. on March 26, 2020 at the Physical Plant Department Building, 468 N. Ken Gray Parkway, Ina, IL 62846. The bids will be publicly opened and read aloud at the Administration Building on the East side of campus

Ed then reviewed the Bidder's requirements. He stated each bid shall be submitted in a sealed envelope and shall contain 2 copies of the Bid Form and a bid guarantee not less than 10% of the bid. The successful Contractor will be required to provide Assurance of Completion in the form of a performance and payment bond for 100% of the contract. As the project is publicly funded, all workers shall be paid in compliance with the applicable IDOL wage rate included in the Project Manual. He reminded the bidders to review the insurance requirements for general liability, automobile liability, worker's compensation, contractual liability, and umbrella policy, including additional insureds. Please note the Illinois Preference Act listed in the supplementary Conditions and the Project Labor Agreement as provided in the project manual.

Ed reviewed the scope of work, outlining the work involved. The work will be bid as a lump sum bid. Base Bid work consists of the removal of the existing EPDM roof system over a built up roof down to the existing wood deck and installing a new TPO roof system. The membrane will be two colors, white and tan, replacement of a section of gutter and installation of a new downspout, removal of two plumbing vents and capping below the roof deck, then patching the opening in the deck, and removal and replacement of two ventilator hoods.

The Addendum if required will be issued on March 20th. Contractors are asked to get all questions in by March 18 and all substitution requests by March 16 for items to be included in the addendum.

Start date will be no earlier than May 20, 2020, and all work is to be substantially completed by July 17, 2020.

The meeting was adjourned to visit the project site.

The foregoing non-verbatim notes constitute the Writer's understanding of the proceedings of the meeting. Any corrections, deletion or additions to same should be forwarded (in writing) to the undersigned in order that proper corrections be made.

Respectfully submitted,

Edward J Kirchner, AIA
Vice President

Attachments: Prebid Meeting Agenda
Attendance Roster

PRE-BID MEETING

3/4/2020

ACADEMIC BUILDING ROOF REPLACEMENT

REND LAKE COLLEGE

EAA#2005

INTRODUCTIONS

- A. College Staff and A/E Staff

BIDDING REQUIREMENTS

- A. Bid Date - 3/26/2020 at 2:00 pm
- B. Bid Location - Rend Lake College - Administration Building Conference Room
- C. Bid Documents shall be submitted in a sealed envelope marked with Project Title, Owner's Name, Bidder's Name, Bid Date & Time
 - 1. The following documents shall be included: Bid Form (2 copies) and Bid Guarantee
- D. Bid Guarantee shall be in the amount not less than 10% of the bid and in the form of one of the following: Certified Check or Bid Bond
- E. Review of Bid Form

REQUIREMENTS OF SUCCESSFUL CONTRACTORS

- A. Assurance of Completion shall be provided in one of the following forms: Performance and Payment Bond for 100% of contract or separate Performance and Payment Bonds for 50% of contract each.
- B. Prevailing Wage Rates - Illinois Prevailing Wage
- C. Project Labor Agreement
- D. Insurance Requirements (GC and all subs): AIA A105 page 4
 - 1. General Liability policy in the amount of \$1,000,000.00
 - 2. Automobile Liability policy in the amount of \$500,000.00
 - 3. Worker's Compensation policy at statutory limits
 - 4. Umbrella Policy in the amount of \$1,000,000.00
 - 5. Builder's Risk/Installation Floater in the amount of the contract
 - 6. Owner and Architect to be listed as additional insureds on GL policy
- E. Sales Tax Exemption

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- A. Scope of Work in the Base Bid
- B. Completion Date - July 17, 2020

ADDENDUM ITEMS

- A. Review of current addenda items
- B. Deadline for questions - 3/18/2020 at 5:00 pm
- C. Deadline for substitution requests - end of the day 3/16/2020

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 2005

Project: Academic Building Roof Replacement

Meeting Description: Pre-Bid Meeting

Date: 3/4/2020

Time: 10:00 a.m.

Place: Rend Lake College - Physical Plant - 468 N. Ken Grey Parkway, Ina, IL

Name & Title	Representing	Phone Number	Email
1. Donnie Millenbine	RLC		millenbine@rlc.edu
2. Ed Kirchner	EAA	618-988-2380	ekirchner@eaarchitects.com
3. <i>JEFF WIX</i>	<i>GLANDOT Roofing LLC</i>	<i>618-978-0179</i>	<i>JEFF@GLANDOTRFG.COM</i>
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